

## Recruitment Strategy –

**SB315 states:** Libby asbestos superfund liaison is an employee of DEQ, but serves as staff to Libby asbestos superfund advisory team. Lincoln County commission shall nominate three candidates for the position. The governor shall select the liaison from those candidates. The liaison reports directly to director of DEQ or designated representative.

- Advisory Team can recommend tasks and work priorities for liaison.

**First Step** – Advertise and select up to three candidates.

Posting Options:

- State of Montana Portal - DEQ can assist with advertising the position. Position could be posted on the state hiring portal (Taleo). If we post through the state system, the position would get all the traffic of those looking for State employment.
- Indeed.com and Monster.com – Lincoln County could post.
- National Organizations:
  - Association of Environmental Engineers – Approximately \$500 for 30-day post.

## Draft Vacancy Announcement:

Position provides a unique opportunity to live and work in Northwest Montana. Northwest Montana is an extensive area that borders Canada to the north and Idaho to the west. The area is home to a popular travel destination, Glacier National Park. The town of Libby is in the Kootenai National Forest, between the Cabinet Mountains to the south and the Purcell Mountains to the north. The town lies in the heart of the Kootenai Valley along the Kootenai River and downstream from the Libby Dam.

You will find outstanding travel and recreational opportunities throughout the region including horse packing, bicycling, hiking, backpacking, trout fishing, big game hunting, whitewater rafting, downhill skiing and cross-country skiing.

All applicants must submit a cover letter, resume, and additional information to Lincoln County Commission. **Please email your documents to \_\_\_\_\_.**

The Libby Asbestos Superfund Liaison is an employee of the Montana Department of Environmental Quality (Department), but serves as staff to the Libby Asbestos Superfund Advisory Team (Advisory Team). The Liaison shall represent the interest of Lincoln County and the State by assisting the Department in dealing with federal agencies related to the Libby asbestos superfund site (Site). This includes effectively and responsibly acting as the Advisory Team's and the State's primary point-of-contact for assigned projects and tasks associated with the Site. The successful candidate is responsible for leadership, administrative oversight, and management as related to the Libby Asbestos Superfund Site cleanup, including but not limited to developing and monitoring project milestones, budgets, and regulatory requirements; develop strategies while exercising considerable professional expertise and decision-making to achieve goals and implement advisory team recommendations; coordinate and administer the Advisory Team; draft and manage certain project documents; and regularly analyze and

report performance, develop recommendations for corrective action plans, and implement corrective action when required. Work environment includes both office and field settings.

Ideal candidate has CERCLA-related experience, general knowledge of guidance and policies related to remediation projects, knowledge of business and management principles, demonstrated skills in facilitation and public relations, and ability to work effectively and respectfully with diverse individuals and groups.

**Qualifications:**

- Bachelor's degree in physical, earth, or life sciences, engineering, public health, or business administration.
- Ten (10) years of combined academic and professional level work experience. Up to four years will be credited for a Bachelor's degree, and up to two years for an advanced or additional degrees. Degrees must be in appropriate field of study.
- Three (3) years' experience in natural resource processes, CERCLA remediation or other related experience that includes understanding of technical issues, regulatory processes, project management and experience with stakeholder communications.
- Preferred experience should demonstrate knowledge and techniques in establishing cooperative working relationships with others to effectively discuss or elicit information from others.
- Must be a current resident of Lincoln County (Libby or Troy) or be willing to relocate. Relocation expenses will be the responsibility of the successful candidate.

In addition, to submitting a cover letter and resume, please provide the following additional information:

- Confirmation of post-secondary degree.
- Evidence of professional licenses or certificates.
- At least three professional references.
- Conflict of interest statement related to any work with/for WR Grace, EPA/DEQ constructors/consultants, and any financial interest in Lincoln County.

**If you have any questions or want to receive a copy of the job description, please contact**

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**Other information:**

Position Posted on January **xx**, 2018 and closes February **xx**, 2018.

Salary Information: \$51,223 to \$62,108 full time

### **Next Steps:**

- Lincoln County reviews, screens, and interview applicants.
  - DEQ could assist with initial screening, interview team, or other.
- Lincoln County select up to three candidates for governor's consideration.
  - DEQ will assist with providing the three candidates names to governor's office.
- Applicants not selected should receive notice letters thanking them for applying and indicating they were not selected.
  - DEQ could assist with sending the letters.